Accessing Tobyhanna Army Depot E-MAIL and network resources from
OUTSIDE Tobyhanna Army Depot

IMPORTANT NOTICE: ALWAYS BACKUP YOUR COMPUTER BEFORE
PERFORMING SOFTWARE UPDATES OR CHANGES TO YOUR COMPUTER.
DOIM PERSONNEL ARE NOT RESPONSIBLE FOR CITRIX SOFTWARE
SUPPORT ON HOME PCs. IF YOU ARE EXPERIENCING TECHNICAL
DIFFICULTIES, PLEASE CONTACT CITRIX.

If not already installed on your computer, click below for the CITRIX software:

[Citrix Systems » Software Download Citrix Presentation Server Client Packager - Version 9.0](http://www.citrix.com/English/SS/downloads/details.asp?dID=2755&downloadID=20496&pID=186)
http://www.citrix.com/English/SS/downloads/details.asp?dID=2755&downloadID=20496&pID=186

Citrix Presentation Server Client Packager - Version 9.0
Release Date: 4/29/2005 This client supports
Windows XP, 2000, NT, ME, 98, 95   Windows Installer Package – 3.4 MB (ica32pkg.msi)

1. You must have internet access at your remote location, such as your home computer or from a remote TDY site.
   - **NOTE**: *A high speed internet connection such as broadband, cable or DSL service is strongly suggested. Use of a dial-up type service will greatly reduce connection speeds and may cause connection interruptions and/or disconnection.*

2. From your computer (browser) , navigate to the Tobyhanna Army Depot HOME PAGE as shown: **HTTP://www.tobyhanna.army.mil**
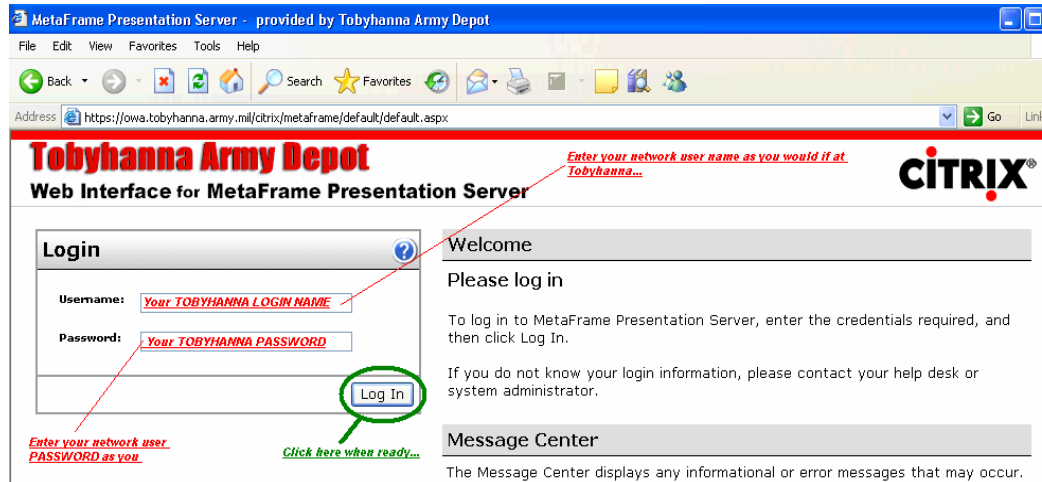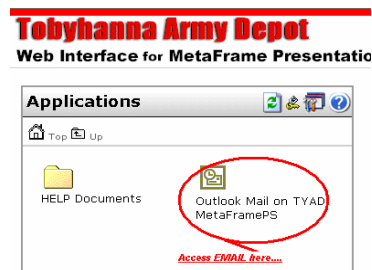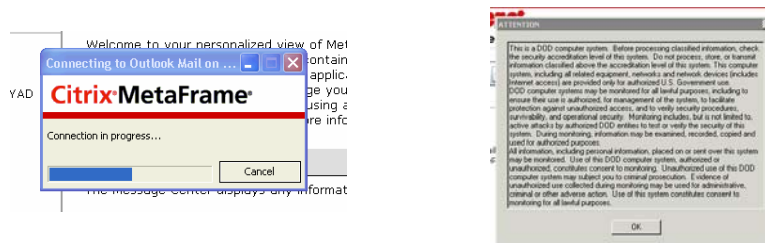

3. Select Employee Email ….
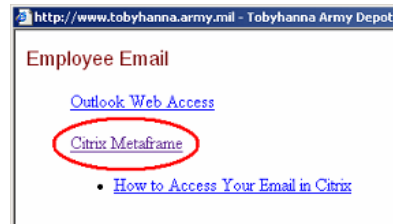
4. Use your LOGON information as you would when at your Tobyhanna work site...



4. Click on the OUTLOOK selection…

5. You will then notice a few screens that will appear then disappear. This is the actual connection in process… When the connection is established, the appearance of logging on at Tobyhanna will be shown:

NOTE: You may receive a message requesting what type of access to have. This is user selectable. READ ACCESS is sufficient to read your email.
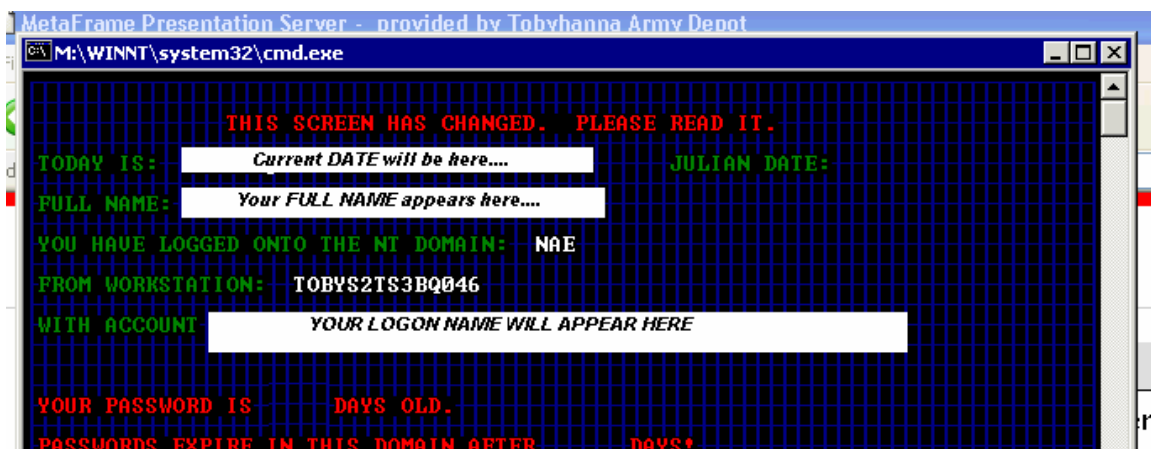
6. Next you will see the Microsoft OUTLOOK view as you would on a computer at Tobyhanna….
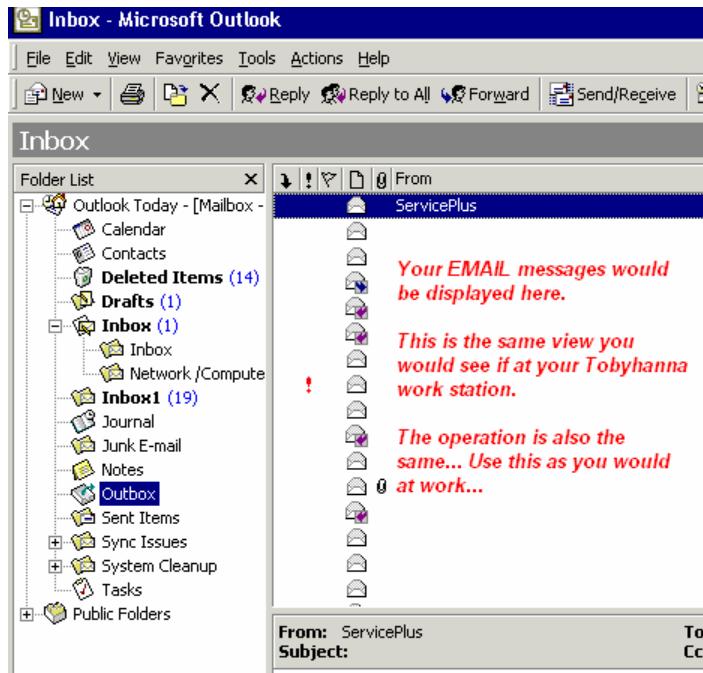
7. To get access to your ' T" drive like you would from your Tobyhanna workstation computer…
Select 'View ' then ' Outlook Bar ' …..

8. Select 'Other Shortcuts '….. to view below…
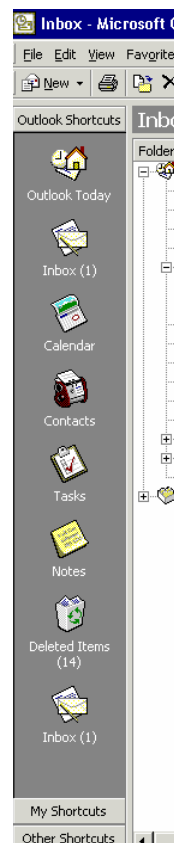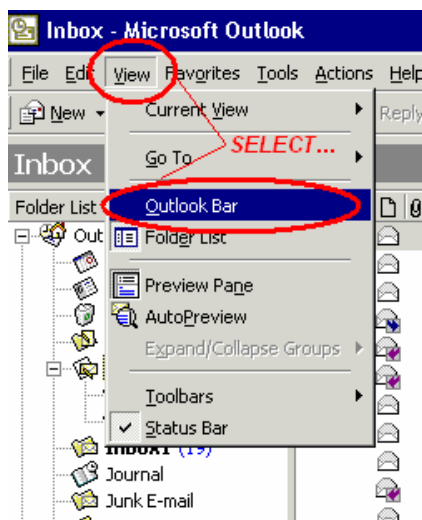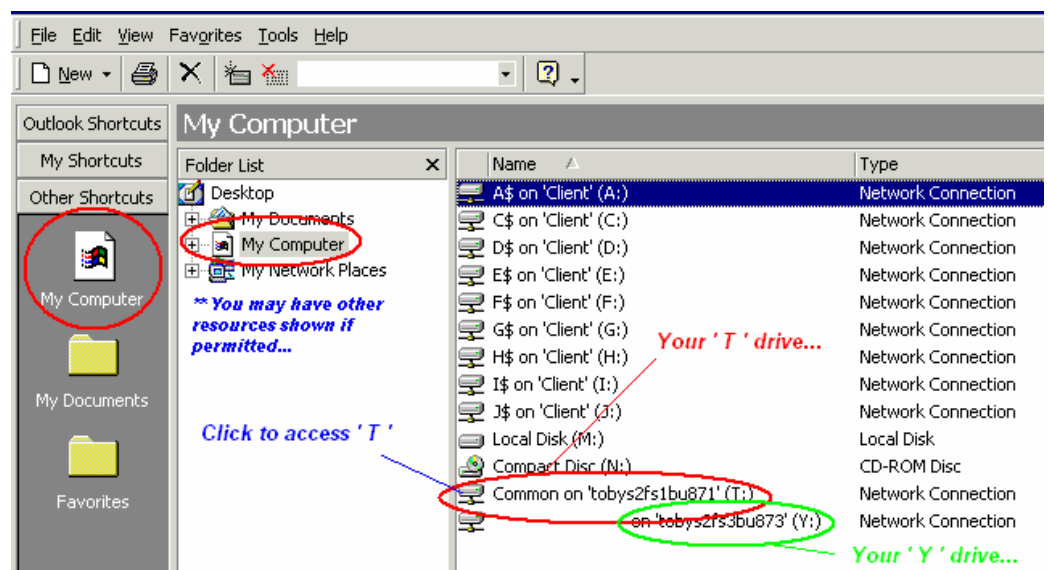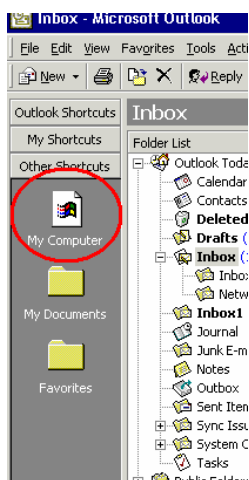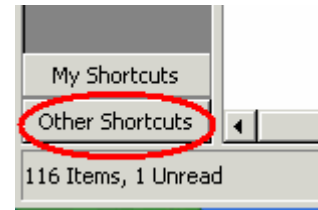   Click on 'My Computer '…..

]

My Shortcuts

Other Shortcuts ◀

116 Items, 1 Unread

File Edit View Favorites Tools Help

New ▾   ✕   ▾ ? ,

Outlook Shortcuts   **My Computer**

My Shortcuts

Other Shortcuts

Folder List   ✕

Desktop

My Documents

My Computer

My Network Places

** *You may have other resources shown if permitted...*

Click to access ' T '

My Computer

My Documents

Favorites

Name △	Type
A$ on 'Client' (A:)	Network Connection
C$ on 'Client' (C:)	Network Connection
D$ on 'Client' (D:)	Network Connection
E$ on 'Client' (E:)	Network Connection
F$ on 'Client' (F:)	Network Connection
G$ on 'Client' (G:)	Network Connection
H$ on 'Client' (H:)	Network Connection
I$ on 'Client' (I:)	Network Connection
J$ on 'Client' (J:)	Network Connection
Local Disk (M:)	Local Disk
Compact Disc (N:)	CD-ROM Disc
Common on 'tobys2fs1bu871' (T:)	Network Connection
on 'tobys2fs3bu873' (Y:)	Network Connection

Your ' T ' drive...

Your ' Y ' drive...

Inbox - Microsoft Outlook

File Edit View Favorites Tools Acti

New ▾   ✕   Reply

Outlook Shortcuts   Inbox

My Shortcuts

Other Shortcuts

My Computer

My Documents

Favorites

Folder List

Outlook Tod...
Calendar
Contacts
Deleted
Drafts (
Inbox (
  Inbox
  Netw
Inbox1
Journal
Junk E-m
Notes
Outbox
Sent Item
Sync Issu
System C
Tasks
Public Folders

Shown is the location to access your TOBYHANNA 'T ' and 'Y ' drives…..

At this point, you should be able to access all your 'shared' data as you would from you Tobyhanna work site computer.

UPDATED: 23 May, 2006 CSD